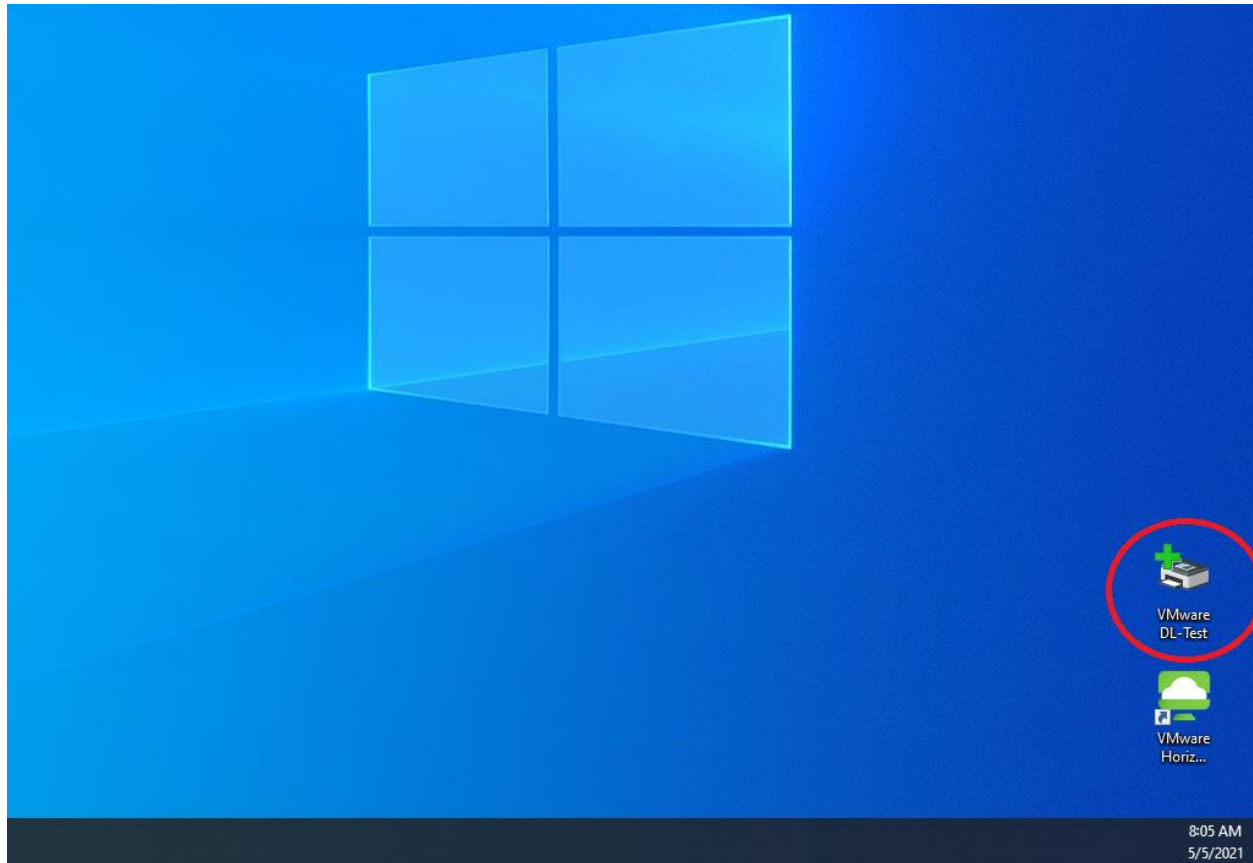
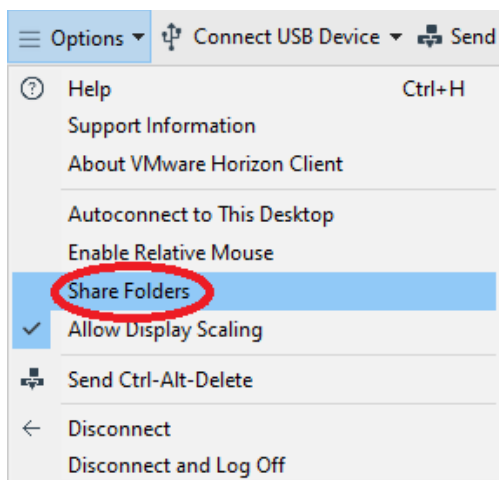


Downloading/Printing from VMware/Onbase

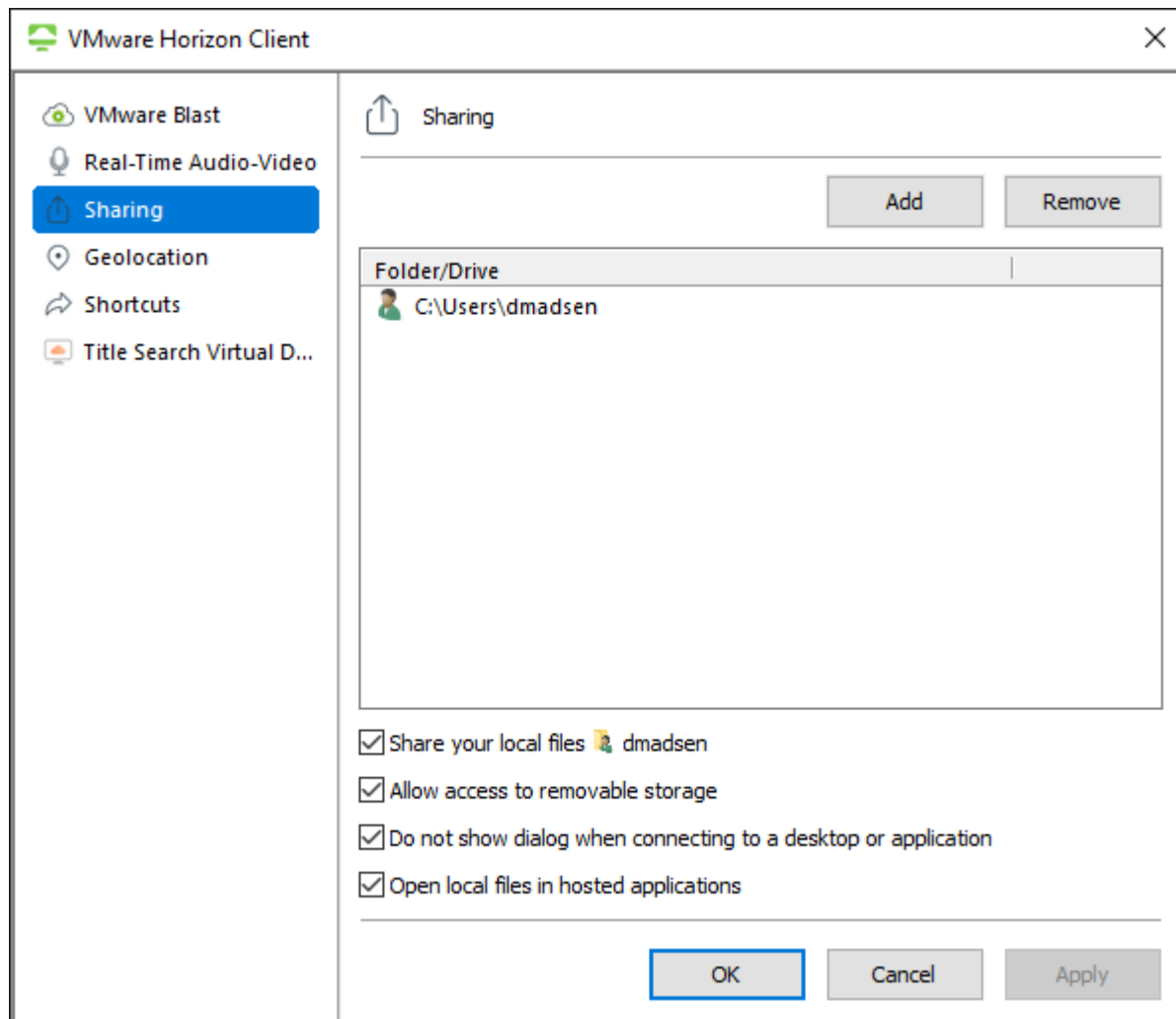
When using VMware/Onbase you will need to save the document to your computer before you are able to print. I recommend creating a folder on your desktop to easily find your downloads (you can name this whatever you want, for my purposes I have named the folder VMware DL-Test).



Next you will need to make sure that when you installed the program you clicked “yes” to enable sharing when you were prompted. If you didn’t, you can turn on sharing by clicking the “options” dropdown at the top of the screen, then choosing “share folders” from the drop-down menu.



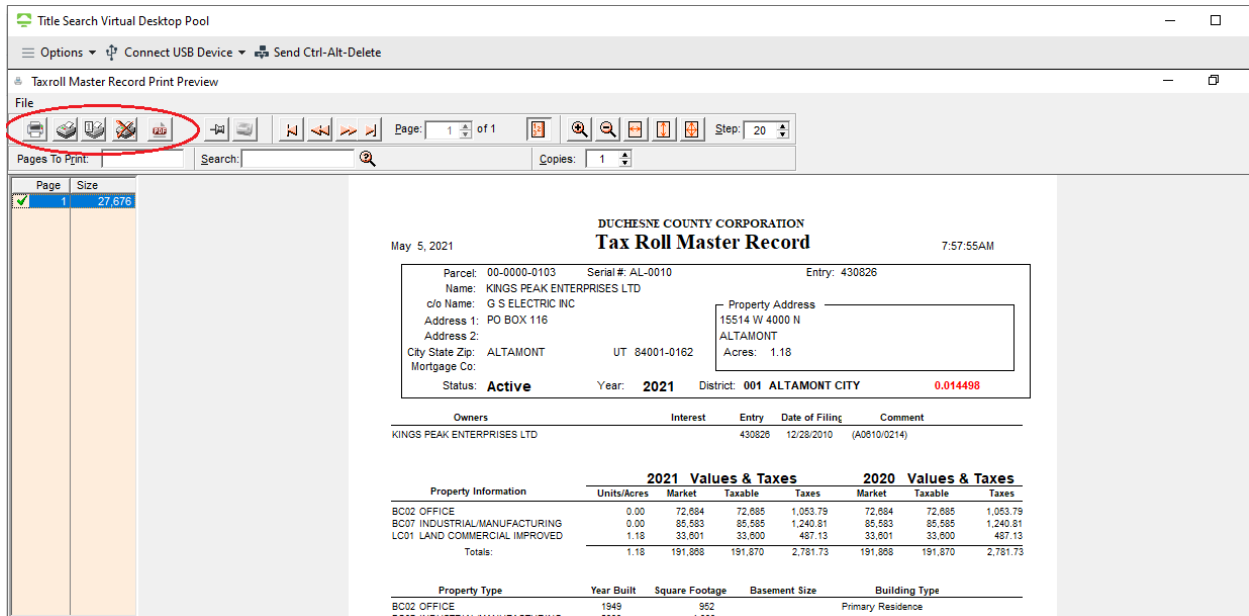
Once you are on the correct screen, make sure that under Folder/Drive it has your computer name listed, and all 4 of the box's are checked.



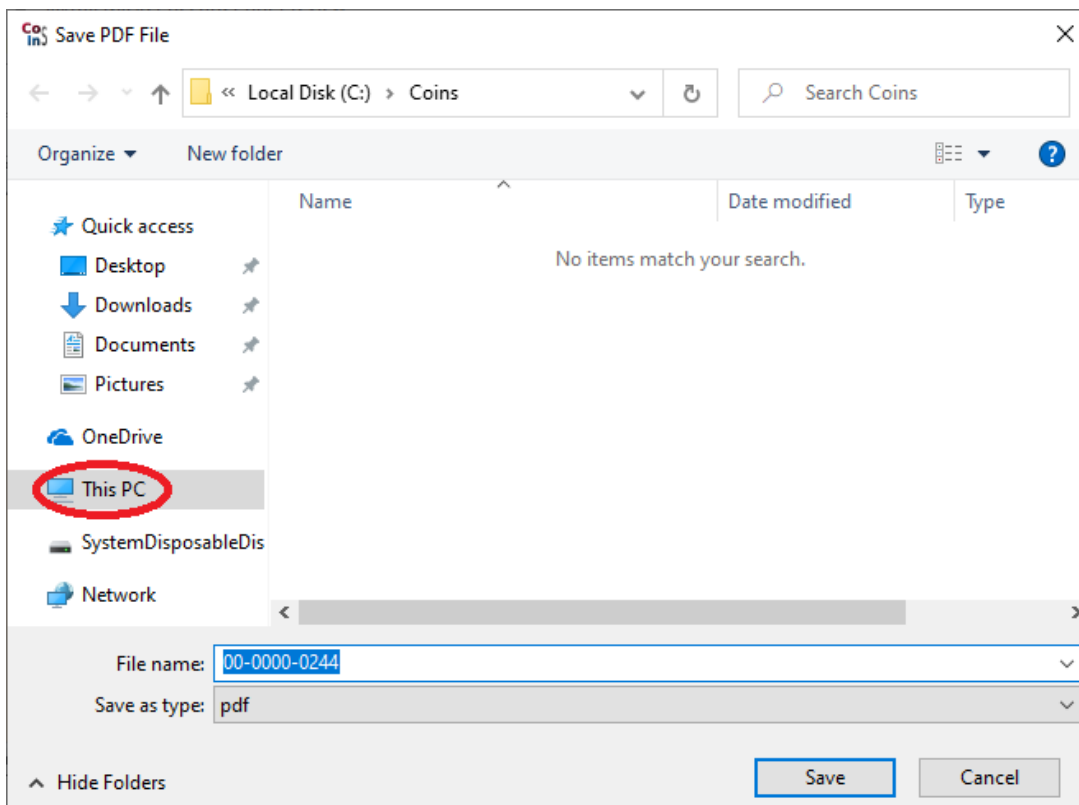
Now that your computer is sharing we can start downloading files. Even if you aren't printing, it is suggested that you save the file for later viewing. Each time a document is opened you will be charged for 1 view. If you close the document and reopen it later, you will be charged again for a separate view.

For this next part I will show you two different documents pulled from Coins and Onbase.

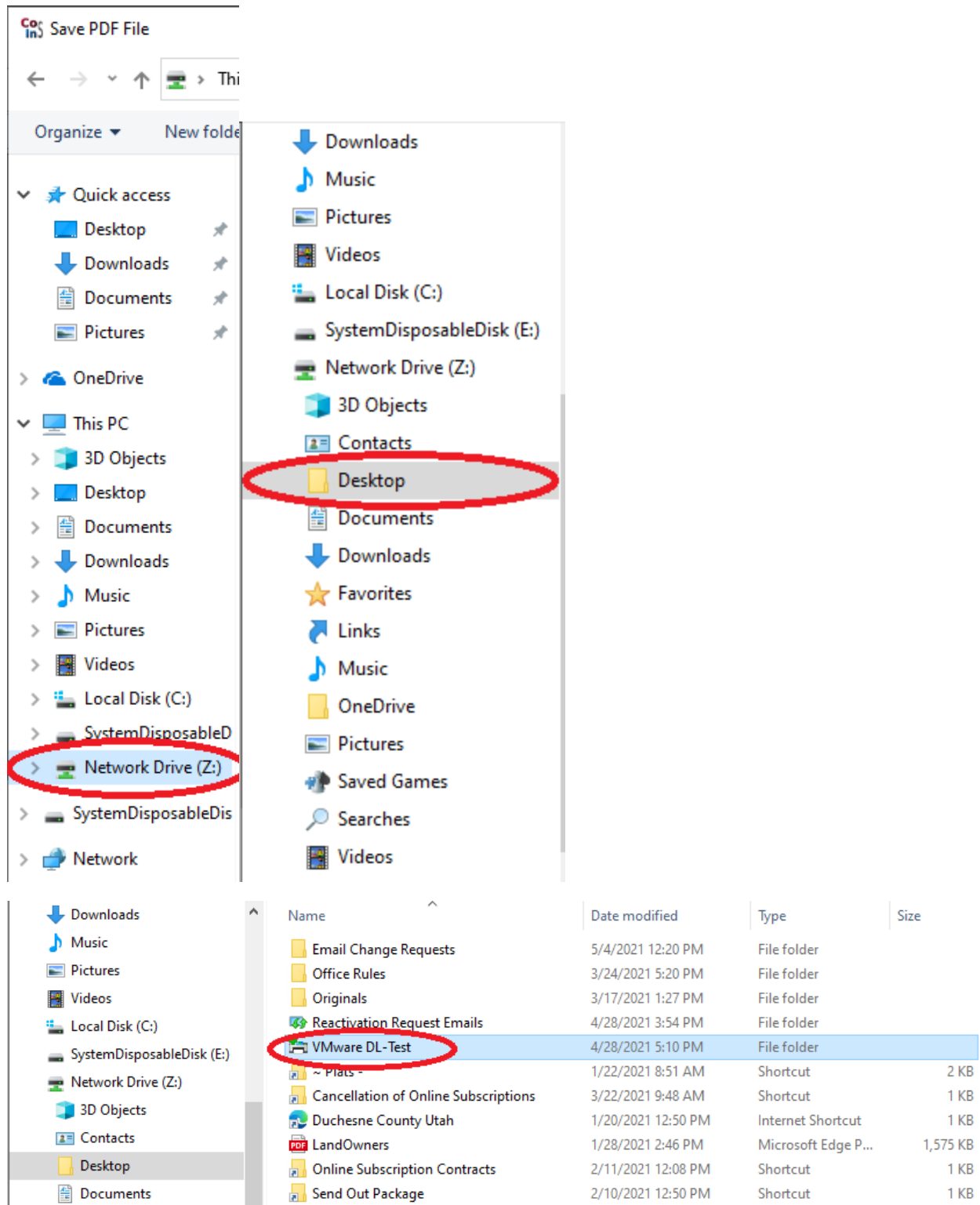
Here is a Tax Roll Master Record I pulled in Coins. After hitting the first Print/Scan icon you will come to a screen like the one shown below. At the top left of the screen there are multiple icons for printing. I typically use the “PDF” icon but any will work.



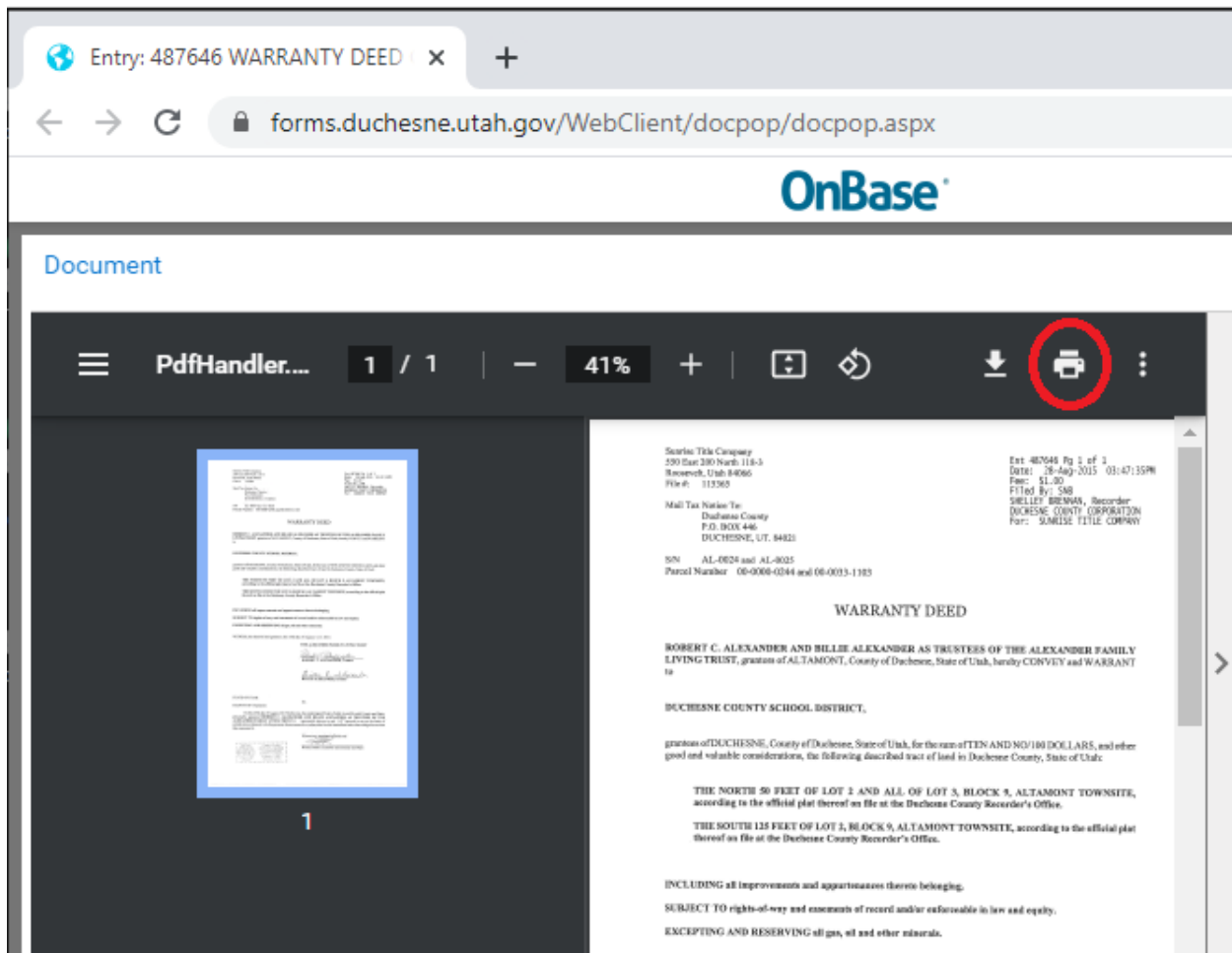
It will then take you to a screen showing where you are saving the document to. From there you want to make sure the document is saving to your computer, and not to the virtual desktop. Your file destination will start with “This PC.”



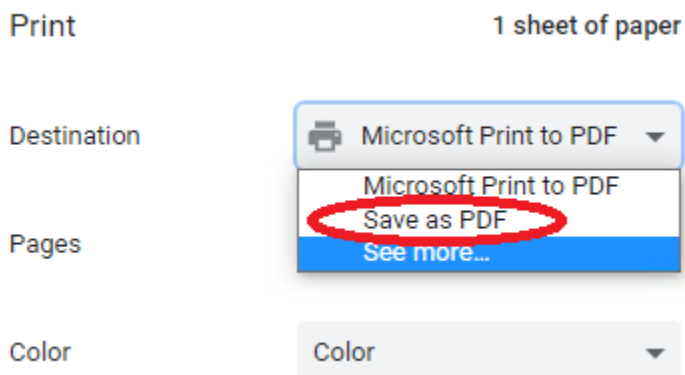
Next you will choose “Network Drive (Z:).” That is your computer. Drop down that file destination with the arrow next to the drive and then find your Desktop. Double-click on “Desktop” then choose your preferred destination for the download. This is why I suggested creating a folder on your desktop. I will be saving to that location.



If you are printing a document from Onbase, the only difference is that instead of clicking the print icons in the upper left side of the screen, you'll have a screen like this.



After clicking the print icon, it will give you a printer option, choose to save it as a PDF.



After that it is the same process to save the document.